



Lake Superior State University

Department of Education

650 W. Easterday Ave, Sault Sainte Marie, MI 49783

(906) 635-2811 FAX (906) 635-7565

Provisional Certificate: the initial teaching credential valid for a period of up to six years, during which the individual is expected to gain experience as a practicing professional, and to acquire additional professional development through advanced study.

INSTRUCTIONS:

1. Complete both the application for Michigan provisional teaching certificate (F200) and the conviction disclosure form (F025). Check the website for the CURRENT versions. Sign and date both forms.
2. Address: Please report the permanent address to which you want the 90-day letter and your teaching certificate sent. Students seeking Ontario Certification also need to file form F220 with the LSSU Education Department with this form and form F225 with the OCT after your MI certificate is issued. Ontario residents may elect to have forms mailed directly to the School of Education
3. Do not forward any payment for your teacher's certification to Lake Superior State University. After the State Department of Education receives notification from LSSU, they will mail you a bill with instructions on how and where to make payment.
4. Michigan Test for Teacher Certification (MTTC): The State of Michigan requires the MTTC subject area tests be completed before the recommendation for certification can be made. The MTTC Elementary (subject) test is required for all individuals earning elementary level certificates. Secondary teachers must take and pass MTTC subject tests in their major to qualify for Michigan certification. Valid First-Aid/CPR certification from an APPROVED VENDOR is required with this application.

IMPORTANT!

Upon receipt of this application, the LSSU Department of Education staff and LSSU Certification Officer will review and confirm that all qualifications for the candidate have been met (earned degree, earned majors/minors, passing scores on MTTC, required GPA, recommendations from supervisors, no financial "holds", etc). Upon confirmation by the certification officer that your records are accepted into the MDE system, you will be issued a formal letter to use in lieu of your teaching certificate (informally called the 90-day letter). You will receive a bill from the State Department of Education during the 90-day validation period of your letter. A 90-day letter cannot be issued for individuals who have ANY criminal convictions. Once you pay the bill; you will receive a Provisional teaching certificate at the address you provided on your application. Please check to be sure now that the address you give us is the one you expect to be valid when your certificate arrives.

LSSU is an Affirmative Action/Equal Opportunity Institution

Checklist: Please attach the following items:

- Criminal Background Check LSSU Form F025** –dated within last 30 days
- Copies of Letter reporting your MTTC Scores** (we have your score, but NOT the letter sent from NES)
- Valid First Aid and CPR certification** – bring ORIGINAL cards for us to copy
- Ontario Candidates must also attach LSSU Form 220** allowing us to send transcripts to the OCT.

Keep copies of all documentation submitted for your personal records

I grant permission to Lake Superior State University to solicit information regarding teaching experience and to release pertinent data and transcripts for recommendation of teacher certification to the Michigan Department of Education. I understand that I will be charged a fee for my certificate, in accordance with Public Act 339 of 1988, and will be billed by the Michigan Department of Education for the amount owed. In accordance of Public Act 96 of 1995, it is a criminal offense to use or attempt to use, a college or university transcript that is fraudulently obtained, altered, forged, or other fraudulent credentials to obtain a teacher, school administrator, or other State Board approval.



Lake Superior State University (F200-F)
Application for MICHIGAN PROVISIONAL TEACHING CERTIFICATE

Name: Last, First M.I. Other names of record email

Permanent Address Street City State/Province Zip/Postal Code
BELOW enter the SHIP-TO address if different from above:

Mailing Address Street City State/Province Zip/Postal Code LSSU ID: A0 _____

SSN/SIN (must match MTTC records) Birthdate (MM/dd/YY) Gender Citizenship Phone

RACIAL-ETHNIC CATEGORIES (For use ONLY in Title II Reporting – a federal program requirement)
 ___ 1st Nation, Am. Indian or AK Native (US or Canadian) ___ Hispanic ___ Asian or Pacific Islander
 ___ White, not of Hispanic Origin ___ Black, not Hispanic Origin

Degree/Institution	MAJOR	Minor	GPA	Office Use Only

MTTC Test	Test Date (enter month/yr)	Results (office use only)
Basic Skills Test		
Test Name:		
Test Name:		
Test Name:		

Student Teaching	Placement Semester: Dates: Enter #weeks =
School	
Mentor	
Grade levels	
Subject(s)	

I DO NOT have any criminal convictions I DO have a criminal conviction (JOS must be attached to application)

Date Signed (my signature signifies that the information presented on this application is accurate and complete)

--- Office Use Only -----

Confirm Grades	EDUC480	EDUC492	EDUC602 or 605	
Confirm	Ist Aid	CPR	F025 Disclosure attached	NOTES:
U. Supervisor			Final Recomm. Approved	
Certificate Type			Endorsements & CODE	
Date Approved			Approved by	
90-day letter			OCT letter	